

## Collaborating Rubric

Bloom's Taxonomic Level:     **Applying**

### Key Terms:

Implementing, carrying out, using, executing, running, loading, playing, operating, hacking, uploading, sharing, editing

### Introduction:

This is a rubric for Collaborating using electronic tools for sharing, editing and uploading materials. The tools would include products like elluminate. The rubric looks at the ability to use appropriately the tool to facilitate the discussion. The rubric does not look at the content or understanding specifically. There are four major areas or aspects of use. These are collaboration features, emotion/expression features, preparation and the users confidence in using and operating the tool.

	<b>Collaborating using eTools</b>
1	<p>The collaborator makes little use of the <b>Collaboration features</b> of the tool. When used of these tools can be distracting or inappropriate.</p> <p>The collaborator has done little <b>preparation</b> of material .</p> <p>The collaborator used some <b>emotion/expression features</b> of the tool like “hands up”, applause, microphone or chat etc. The use of these tools may be inappropriate. The user interrupts or over rides other conversations and adds comments that are not related to the topic or discussion.</p> <p>The user shows little <b>confidence</b> in their use of the tool.</p>
2	<p>The collaborator makes some limited use of the <b>Collaboration features</b> of the tool like screen shots and captures, websites, chat, voice, presentations, recording, video and file upload/sharing. The use of these features is mostly appropriate.</p> <p>The collaborator has <b>prepared</b> some material. The collaborator has selected a limited variety of information types (web based, presentation tools, text, voice, video etc) to share and use.</p> <p>The collaborator uses most of the <b>emotion/expression features</b> of the tool like “hands up”, applause, microphone etc, in an appropriate manner.</p> <p>The user shows some <b>confidence</b> in their use of the tool.</p>
3	<p>The collaborator makes appropriate use most of the different <b>Collaboration features</b> of the tool to enhance and facilitate discussion, this would include (where appropriate) screen shots and captures, websites, chat, voice, presentations, recording, video and file upload/sharing.</p> <p>The collaborator has <b>prepared</b> the material and has it available in a variety of information types (web based, presentation tools, text, voice, video etc) to share and use.</p> <p>The collaborator is appropriate in the use of <b>emotion/expression features</b> of the tool like “hands up”, applause, microphone etc.</p> <p>The user is <b>confidence</b> in their use of the tool.</p>
4	<p>The collaborator makes full and appropriate use of the different <b>Collaboration features</b> of the tool to enhance and facilitate discussion, this would include (where appropriate) screen shots and captures, websites, chat, voice, presentations, recording, video and file upload/sharing.</p> <p>The collaborator has fully <b>prepared</b> the material and has it available in a variety of suitable information types (web based, presentation tools, text, voice, video etc) to share and use.</p> <p>The collaborator has considered the abilities of the other users and the potential limitations of their connections so the content is available to all.</p> <p>The collaborator is appropriate in their use of <b>emotion/expression features</b> of the tool like “hands up”, applause, microphone etc. The uses of these features enhance conversation and facilitates sharing.</p> <p>The user shows <b>confidence</b> in their use of the tool and supports other in their usage.</p>

	<b>Collaboration Features</b>	<b>Preparation</b>	<b>Emotion / expression features</b>	<b>Confidence</b>
<b>1</b>	The collaborator makes little use of the <b>Collaboration features</b> of the tool. When used of these tools can be distracting or inappropriate.	The collaborator has done little <b>preparation</b> of material .	The collaborator used some <b>emotion/ expression features</b> of the tool like “hands up”, applause, microphone or chat etc. The use of these tools may be inappropriate. The user interrupts or over rides other conversations and adds comments that are not related to the topic or discussion.	The user shows little <b>confidence</b> in their use of the tool.
<b>2</b>	The collaborator makes some limited use of the <b>Collaboration features</b> of the tool like screen shots and captures, websites, chat, voice, presentations, recording, video and file upload/sharing. The use of these features is mostly appropriate.	The collaborator has <b>prepared</b> some material. The collaborator has selected a limited variety of information types (web based, presentation tools, text, voice, video etc) to share and use.	The collaborator uses most of the <b>emotion/ expression features</b> of the tool like “hands up”, applause, microphone etc, in an appropriate manner	The user shows some <b>confidence</b> in their use of the tool.
<b>3</b>	The collaborator makes appropriate use most of the different <b>Collaboration features</b> of the tool to enhance and facilitate discussion, this would include (where appropriate) screen shots and captures, websites, chat, recording, voice, presentations, video and file upload/sharing.	The collaborator has <b>prepared</b> the material and has it available in a variety of information types (web based, presentation tools, text, voice, video etc) to share and use.	The collaborator is appropriate in the use of <b>emotion/ expression features</b> of the tool like “hands up”, applause, microphone etc.	The user is <b>confidence</b> in their use of the tool.
<b>4</b>	The collaborator makes full and appropriate use of the different <b>Collaboration features</b> of the tool to enhance and facilitate discussion, this would include (where appropriate) screen shots and captures, websites, chat, recording, voice, presentations, video and file upload/sharing.	The collaborator has fully <b>prepared</b> the material and has it available in a variety of suitable information types (web based, presentation tools, text, voice, video etc) to share and use. The collaborator has considered the abilities of the other users and the potential limitations of their connections so the content is available to all.	The collaborator is appropriate in their use of <b>emotion/ expression features</b> of the tool like “hands up”, applause, microphone etc. The uses of these features enhance conversation and facilitates sharing.	The user shows <b>confidence</b> in their use of the tool and supports other in their usage.